

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS1497003
POSITION NO: 944363
CLASS CODE: 2276

Date Posted: 09/10/12
Closing Date: OUF

POSITION TITLE: SENIOR CORRECTIONAL OFFICER
DEPARTMENT NAME: DPS/Department of Corrections
DEPARTMENT NO: 149 WORKSITE LOCATION: Kayenta, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R610A
Days: Split-Shift Permanent: ☒
Hours: Split-Shift Temporary: ☐ Duration: \$ 29,390.40 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 14.13 Per Hour

DUTIES AND RESPONSIBILITIES:

Serve as the field training officer for new officers. Provide input on budget development, submit purchase requisitions, receive supplies, inventory equipment and supplies, and submit work orders to maintenance. To gather statistics for reports and budget, enforce policies and procedures, oversee inmate grievances, conduct personnel and facility inspections. Participate in policy development, develop shift schedules, initiate personnel disciplinary actions, and recommendation corrective action plans or termination. Participate in hiring process of new personnel, conduct background checks, submit time and attendance of subordinates, work shift, conduct meetings, represent supervisor at meetings, and other functions assigned. Prepare written reports as required. Be familiar with forms used by corrections personnel, communicate with superiors and co-workers by memorandum, and be able to operate a computer. Maintain and file all confidential records.

Develop training plans, ensure subordinate compliance with training requirements, conduct training as required, and arrange for subordinates to attend job related trainings. Be familiar with the policies, procedures, rules, regulations and other written orders that govern the operation of the facility and ensure subordinate and inmate compliance through training, and verbal or written disciplinary reports. Perform routine security checks, ensure compliance of policy on facility security, prevent and report escapes, correct deficiencies in the facility's security system. Maintain a record of department issued equipment, inspect and ensure that all equipment are in good working order, schedule maintenance service and repair as required, and ensure accountability of all equipment issued.

QUALIFICATION REQUIREMENTS:

Education and Training:

(1) A High School Diploma or GED; and

OR (2) An Associates degree in Criminal Justice, Psychology, Sociology or related field; and

Experience:

(1) Three (3) years experience as a correctional/detention officer.

(2) One (1) year of experience as a correctional/detention officer;

or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of federal, state, and Navajo Nation laws, regulations, and policies governing incarceration; of the methods, practices and procedures used in the care and custody of inmates; of methods and techniques for maintaining control over inmates; of self-defense and use of weapons and related defense and control equipment; of methods, techniques and practices of paraprofessional counseling for inmates; and of Cardiopulmonary Resuscitation (CPR) and First Aid. Skill in analytical, objective observance of situations and quick decision making; in maintaining composure under stressful or dangerous conditions; in paraprofessional counseling and crisis intervention with inmates; in developing and presenting training for new correctional officers; in maintaining accurate records; and in establishing and maintaining effective working relationships. Ability to meet physical demands of corrections work.

License/Certification Requirements:

Must possess a BIA Basic Corrections Officer Training Certificate, a General Instructor's Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate, a First Aide Certificate and a valid state driver's license. Must not have any felony convictions or convictions involving moral turpitude and no dishonorable military discharge. Within 90 days of employment must obtain a Navajo Nation Operator's Permit and a Food Handler's Permit. Within 6 months of employment must pass a background investigation, drug screening, physical agility test and physical examination. Additional certification and training may be required.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99